

NAS PAXRIV INSTRUCTION 12307.1D

From: Commanding Officer

Subj: VETERANS READJUSTMENT APPOINTMENTS

Ref: (a) 5 CFR, Part 307
(b) NASPAXRIVINST 12335.1D
(c) NAVAIRWARCENACDIVINST 12432.1

Encl: (1) Sample Veterans Readjustment Appointment Training Plan

1. Purpose. To provide clarification on utilization of the Veterans Readjustment Appointment (VRA) Program as set forth in reference (a); to more fully define the responsibility of the supervisor, the employee and the Human Resources Office (HRO); and to establish guidelines for the administration of appointments made under the VRA authority for all activities serviced by HRO.

2. Cancellation. NAS PAXRIV Instruction 12307.1C.

3. Background. Since authorized by Executive Order 11521 of 26 March 1970, federal agencies have contributed substantially to the employment of veterans, and have provided training and education for those veterans coming into "excepted service" positions. Excepted service employment is distinguished from career-conditional employment in that employees in the excepted service do not compete for the positions for which they initially apply. Also, veterans may file for a position under the merit staffing program without serving a 90-day waiting period after initial appointment (career-conditional personnel must wait 90 days).

a. Eligibility. A veteran is eligible to receive a VRA if he/she meets all of the following requirements:

(1) Has served more than 180 days on active duty (not active duty for training or, not inactive duty or enlistment in the Reserves) any part of which occurred after 4 August 1964; or 28 February 1961 for those who actually

served in the Republic of Vietnam. (The 180 days does not apply to veterans released from active duty because of a

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service-connected disability or for members of the National Guard ordered to active duty under Title 10 of the United States Code for service during a period a war.)

(2) Is a United States citizen.

(3) Has been discharged or released from active duty with other than a dishonorable discharge.

(4) Has agreed in writing to pursue an approved program of education or training. (This does not apply to veterans with 15 years or more of education.)

(5) Meets one of the following time requirements:

(a) Vietnam-Era Veterans - Those who served on active duty between 5 August 1964 (28 February 1961 for those who actually served in the Republic of Vietnam) and 7 May 1975 qualify for 10 years after their last discharge from active duty; or

(b) Post-Vietnam-Era Veterans - Those who began service after 7 May 1975 qualify for 10 years after the date of their last discharge or release from active duty, or until 31 December 1999, whichever is later.

b. Appointment Levels. On the basis of military and civilian experience, any veteran eligible for a VRA is deemed to meet the qualification standards for positions at GS-3/WG-3 and below, and may be appointed at this activity when it is considered that the veteran is capable of performing the duties of the position. However, at GS-4 through GS-11 or equivalent, the veteran must meet the appropriate minimum qualification standards. Any requirement for passing a written test is waived.

c. Noncompetitive Movements. A person serving under a VRA may move noncompetitively to other positions for which qualified even though he/she has not yet completed the training or education program. A veterans readjustment appointee must have the same opportunities for promotion as

other employees and may be promoted above GS-11 or equivalent level subject to the provisions of reference (b).

d. Training

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(1) One of the major objectives of the VRA Program is to provide veterans, who might otherwise be deprived of a productive and useful life, with skills which will enhance their employability in the civilian labor market. Training remains the keystone to the program. In order to assure that objectives of the program are met, a well-planned training program, tailored to the mutual employment needs of the veteran and this activity, is a necessity. Training plans for each veteran (not necessary for veterans having 15 or more years of education) must be developed jointly by the veteran and the veteran's supervisor, with assistance provided by a representative of the Education, Development and Training Division of HRO. The training plan will be developed and a copy provided to the employee no later than 30 days after appointment. Developmental activities may include: planned on-the-job training; rotational job assignments; off-job classroom training; community and/or volunteer projects; remedial education; vocational education; scientific or technical education; high school or high school equivalency; and/or college education. Supervisors may allow up to 10 hours of duty time per week for job-related outside education. Any educational activity creditable toward acquisition of a high school diploma or equivalency certificate is considered job-related.

(2) The promotion, reassignment or transfer of an employee serving under a VRA does not relieve the employee or employer of their obligations with respect to satisfactory participation and completion of the developmental plan. If necessary, the plan may be changed to meet the employee's needs in the new position and the employee is required - as a condition of conversion to career-conditional employment - to complete the modified training plan. The modified plan, however, must be one that can be completed prior to the scheduled conversion date. Any modifications to the training plan must be approved by a

representative of the Education, Development and Training Division of HRO prior to the change.

(3) The representative of the Education, Development and Training Division of HRO will provide progress reviews/evaluations to the employee at least every six months. These reviews/ evaluations will provide the employee with feedback regarding his/her personal growth while assuring that management has taken appropriate steps to adequately prepare the employee for continued employment.

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The appointee will cooperate with the representative in submitting progress reports of all training required in the training plan.

e. Performance. Whenever the employee's performance of the job becomes unacceptable (as defined in reference (c)), the employee may be reduced in grade or removed. Veterans readjustment appointees should have a critical element that addresses the training plan.

f. Conversions. A VRA shall be converted to a career-conditional appointment within 30 days after the employee has completed two years of substantially continuous service under a VRA, provided his/her performance has been satisfactory. Satisfactory performance includes completion of the required portion of the training plan or educational program.

g. Cut-off date for appointments under this authority is 31 December 1999, unless extended.

4. Action. All veterans readjustment appointees and their supervisors will comply with this instruction.

5. Review Authority. The Director, Human Resources Office shall review this instruction annually, making changes as necessary.

PAUL E. ROBERTS

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VETERAN'S READJUSTMENT APPOINTMENT TRAINING PLAN			
1. Name of Employee	2. Position Title	3. Grade	
4. Name of Activity			
5. Description of education/training plan:		6. Target Date for completion:	
7. Education and vocational counseling services are available to veterans readjustment appointees from the VA. The nearest VA facility which can	8. VA Facility: Veterans Administration Regional Office Benefits Information and Assistance	9. Telephone Number Toll Free 1-800-492-9503	

provide this counseling
is shown at the right.

31 Hopkins Plaza
Baltimore, MD 21201

HRO REPRESENTATIVE SIGNATURE

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

Encl (1)